

STANDARD VACANCY FORMAT

Post Title: Senior Legal Advisor to Trade Investment Timor Leste Institute

Post Level: Appointment of Limited Duration (ALD) A4/Q4

Post Number: PM-19

Duty Station: Timor-Leste

Bureau/Office: UNDP, Dili

Focal Point: Institutional Capacity Development Support Programme

Application Deadline : 27 September 06

Desired Starting Date : 1 November 2006

Duration of Initial contract : 6 months (*renewable up to one year subject to extension of mandate, operational requirements and satisfactory performance*)

Expected duration of assignment: One year

Language requirements: English

Desirable Oral Communication : Portuguese, Tetum, Bahasa Indonesia

Desirable Written Communication: Portuguese, Tetum, Bahasa Indonesia

TIMOR-LESTE CIVIL SERVICE POSITION (S) TO WHICH ADVISOR IS ATTACHED

State Institution/Ministry : Office of the Prime Minister

District : Dili

Timor-Leste National Position(s) to Which Advisor is attached

Division

1. Trade Investment Timor-Leste
2. Trade Investment Timor-Leste
3. Trade Investment Timor-Leste

Summary of Timor-Leste Position (s) Functions

Director
Project Officer for Investment
Marketing and Public Relations Officer

Background:

List the specific background related to the post and the State Institution/Ministry.

Since independence, continued international support is required in most areas of public administration of Timor-Leste. The ICDS project was established as a mechanism through which donors can channel their contributions to allow a coordinated approach to recruitment of priority positions. The provision of international advisers to develop institutional capacity is the primary objective of the project.

The Prime Minister of Timor-Leste has established the Trade Investment Timor-Leste, a unit managing all trade investment matters under his office. As technical capacity remains fragile in this area, the Office requested UNDP to provide a position of Senior Legal Advisor that will support and assist the management team of Trade Investment Timor-Leste in developing a multi-year business plan and related legislation, and formulating a trade investment strategy and policy.

In this regard, a candidate is required to have an extensive experience in advising senior leadership of a Government on foreign investment and export promotion and managing trade investment and economic development matters. It is favorable that s/he has worked on the proposed position in Asia, especially in a developing country context similar to East-Timor.

The recruitment of adviser is conducted through UNDP- ICDS project in coordination with the state institutions, CDCU (Capacity Development Coordination Unit of the Office of the Prime Minister), and development partners, in this case USAID as a funding partner.

Job Summary (Description of responsibilities) :

List the specific time-bound functions and responsibilities that the Advisor will carry out.

- Provide assistance in strengthening staff and advisory board capacity
- Support in developing a staff development plan to be implemented through on the job learning and specific short term training activities, as appropriate;
- Assist the team in the development of multiyear business plan to project and guide the strategic and tactical development of TITL;
- Assist in the setting up of procedures for developing annual investment and export promotion strategy and plan;
- Assist in the setting up of transparent investment facilitation and monitoring procedures including a controlling performance and complaint mechanism and information gathering and analysis instruments to monitor FDI progress in Timor-Leste;
- Support in developing an appropriate investment and export promotion strategy for Timor-Leste;
- Assist in the interpretation Of the legislation governing investment and trade and provide advice in establishing an effective investor servicing process and procedures;
- Establish an investment related information management system and preparing basic promotional materials, including a website, promotional brochure, etc
- Carry out other CE tasks as required by the function to ensure that a competitive and proactive TITL is established to successfully attract and retain FDI into Timor-Leste and promote export from the county.

Academic background:

- Minimum a Master degree in Law, preferably with post-graduate studies in the areas listed in the functions and responsibilities of the Advisor.

REQUIRED TECHNICAL AND MANAGEMENT EXPERIENCE

At least 10 years of relevant working experience, especially in the following areas:

- Experience working on high-profile economic development issues with senior host country officials and the members of the international donor community.
- Extensive experience in foreign investment and export promotion;
- Experience working on the proposed positioning Asia, especially in a developing country context similar to East-Timor;
- Experience in facilitation or consulting work.

REQUIRED SKILLS/KNOWLEDGE FOR CAPACITY BUILDING

Apart from necessary technical and management experience, the Advisor will also be required to transfer management and technical knowledge and skills to the Timorese incumbent through coaching and mentoring.

- How to mentor and train staff and high level officials;
- How to develop guideline, procedures for processing investment proposals;
- How to set-up client complaints and follow-up mechanism;

- How to set-up a performance monitoring mechanism;
- How to develop capacity building strategies;
- How to engage and motivate team members in a teamwork;
- How to empower team members in capacitating processes;
- How to analyze and process investment proposals.

PERSONAL COMPETENCIES

The Advisor will be required to work in a tropical environment to be flexible and creative in adapting his/her knowledge and skills to the unique situation of Timor-Leste, to be able to deal sensitively with a diversity of languages and cultures, and to manage effectively high levels of stress and shifting priorities. Qualified candidates with prior experience in similar context to Timor-Leste will be given preference.

- Stress-resistant, resilient, able to work under high level of stress.
- Openness to different views.
- Empathetic, good interpersonal, teamwork, and mentoring skills.
- Capable, evolved, ability to adapt to new circumstances.
- Self-actualizing, willingness to learn.
- Diplomatic and work effectively with people from all background including cultures and languages.
- Analytical, problem solver.

(1) REQUIREMENTS FOR TRANSFER OF SKILLS AND KNOWLEDGE TO TIMOR-LESTE'S STAFF:

List the knowledge/skills that the Timor-Leste incumbents are expected to acquire through on-the-job training, coaching and mentoring by the Advisor.

- Knowledge and skills In developing annual investment and export promotion and business plan;
- Knowledge and skills In interpreting the legislation governing investment and trade;
- Knowledge and skills in analyzing proposal for investment;
- Knowledge and skills in providing good services to the clients;
- Knowledge and skills in preparing promotional materials.

(2) REQUIREMENTS FOR SYSTEMS AND PROCESSES TO BE DEVELOPED

List all legal and managerial systems and processes to be developed by the Advisor.

- Guidelines to develop a multiyear business plan to project and guide the strategic and tactical development of TITL;
- Procedures for developing annual investment and export promotion strategy and plan;
- System, mechanism and procedures for a transparent investment facilitation, monitoring and controlling performance, complaint and information gathering;
- Guidelines for an effective investor servicing process and procedures;
- Information management system and promotional materials.

(3) REQUIREMENTS FOR ATTITUDES AND BEHAVIOR TO BE DEVELOPED

List all desired attitudes and behaviors to be developed by Counterparts through interaction with the Advisor.

- Self-confident, driven, assertive.
- Visionary, strategic and holistic thinker.
- Professional, role model, honor commitment
- Empower the team

- Passionate, energetic, hardworking
- Honest, sincere, trustworthy leadership skills
- Planning and organizing
- Judgment and decision-making

AUTHORITIES OF THE ADVISOR (IN CASE OF LINE FUNCTION)

List the authorities to be delegated to the Advisor.

- Serve as a facilitator in TITL an workgroups
- Propose initiatives and motivate the team.

Milestones:

Please, list the key deliverables (4 - 5) and expected time-frame for completion by which the Advisor's performance will be assessed: (List additional deliverables if appropriate)

ADVISOR'S DELIVERABLES	Expected Time frame for Accomplishment (<i>Months after appointment</i>)
1. Provides a work plan with detailed and goals for approval	(<i>Within 30 days of commencement of work in country, the advisor should provide the work plan.</i>)
2. A multiyear business plan of TITL developed	(<i>Three months after the approval of the work plan</i>)
3. Appropriate investment and export promotion strategy for Timor-Leste developed.	(<i>Six months after the submission of the work plan</i>)
4. A capacity building strategy and pan developed.	(<i>Six months after the submission of the work plan</i>)
5. Transparent investment facilitation and monitoring procedures set up	(<i>Eight months after the submission of the work plan.</i>)

Only short listed candidates will be notified and woman candidates are strongly encouraged to apply. The successful candidate will be required to sign a contractual agreement governing the conditions of acceptance of the assignment.